

**APPENDIX A**  
**INFORMATION TECHNOLOGY SERVICES DIVISION**  
**REQUEST FOR AGENCY TELECOMMUNICATIONS RECORDS**

Date Requested: \_\_\_\_\_ Date Desired: \_\_\_\_\_

**REQUESTING ENTITY:**

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Signature: \_\_\_\_\_

**INFORMATION REQUESTED:**

☐ EMAIL ☐ TELEPHONE ☐ INTERNET

Employee Name: \_\_\_\_\_

IP Address or Computer Name (if applicable): \_\_\_\_\_

Detailed Description of Request: \_\_\_\_\_

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\_\_\_\_\_  
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\_\_\_\_\_

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**FOR INTERNAL ITSD USE ONLY**

**Department Notification:**

Legal (Public Requests Only): \_\_\_\_\_ Date: \_\_\_\_\_

Bureau Chief: \_\_\_\_\_ Date: \_\_\_\_\_

CIO : \_\_\_\_\_ Date: \_\_\_\_\_

**Agency Notification:**

Contact: \_\_\_\_\_

By Whom: \_\_\_\_\_

Date: \_\_\_\_\_

Date Request Completed: \_\_\_\_\_

☐ Copy of records provided to requestor are attached.